

PAROLE ADMINISTRATOR I, ADULT PAROLE
REVIEW OF JOB ANALYSIS
BACKGROUND INFORMATION

Date of Review: April 21 – 23, 2008

Collective Bargaining Identification: M06

Job Analysis Conducted By: Cheryl L. Session, Associate Personnel Analyst
Office of Selection Services

Number of Incumbents: There are 58 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated April 17, 2008.

Names of the Subject Matter Expert(s) and their background:

CAPRIL ANDERSON, CHIEF DEPUTY REGIONAL ADMINISTRATOR I, REGION III

Capril currently serves as a Chief Deputy Regional Administrator I in Region III. Previously, Capril worked as a Parole Administrator I. Capril has been with the Department for 26 years.

JENNI AVILA, PAROLE ADMINISTRATOR I, ADULT PAROLE, REGION I

Jenni currently serves as a Parole Administrator I in Region I. Jenni has been with the Department for 20 years.

GREG GROVE, PAROLE ADMINISTRATOR I, ADULT PAROLE, REGION II

Greg currently serves as a Parole Administrator I in Region II. Greg has been with the Department for over 27 years.

DORIS MAHLUM, PAROLE ADMINISTRATOR I, ADULT PAROLE, REGION IV

Doris currently serves a Parole Administrator I in Region IV. Doris has been with the Department for 26 years.

PAROLE ADMINISTRATOR I, ADULT PAROLE

JOB ANALYSIS BACKGROUND INFORMATION

(Continued)

DAN STONE, ASSOCIATE DIRECTOR

Dan is acting Associate Director in Division of Adult Parole Operations (DAPO). Previously, Dan worked as a Parole Administrator I. Dan has been with the Department for 20 years.

MICHELE WOODS, PAROLE ADMINISTRATOR I, ADULT PAROLE, REGION III

Michele currently serves as a Parole Administrator I in Region III. Michele has been with the Department for 21 years.

COMMENTS: All Subject Matter Experts participated in the review. All came to an agreement on the Tasks and Knowledge and Skills needed to work at the level of a Parole Administrator I, Adult Parole.

PAROLE ADMINISTRATOR I, ADULT PAROLE INFORMATION GATHERING

Subject Matter Experts reviewed the existing job analysis for Parole Administrator I, Adult Parole dated April 2006, to provide any necessary updates/changes.

Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs, however the original language has been maintained on disk in this binder marked Parole Administrator I, Adult Parole, 2006.